

HUMAN RESOURCES OFFICE

SASEBO SATELLITE OFFICE

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: S003-07

TITLE/SERIES/GRADE: Management Analyst, GS-0343-05/07/09

APPOINTMENT NTE 30 SEPTEMBER 2007

SALARY: GS-05: \$25,623 - \$33,309

GS-07: \$31,740 - \$41,262

GS-09: \$38,824 - \$50,470

OPEN DATE: 6 June 2007

FIRST CUT-OFF DATE: 20 June 2007

CLOSING DATE: 27 June 2007

LOCATION: Singapore

RPA NUMBER (HRO use only): 693024

AREA OF CONSIDERATION: Current permanent federal employees (career/career-conditional), reinstatement eligibles, current NAF employees covered by the NAF/AF interchange agreement, military spouses and family members, for which there is an appointing authority in the Singapore area may apply.

NOTES:

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will **NOT** be granted.

2. **External Candidates** – See note regarding external referral procedures. You are an external candidate if you do not fall into the following categories: A current permanent Federal employee or former employee with reinstatement eligibility; or a current NAF employee covered by the NAF/AF interchange agreement.

3. Vacancies filled from announcements covering multiple grade levels may be filled at any grade level listed.

4. Appointment may be extended non-competitively.

DUTIES: Provides Regional Business Manager with well-formed recommendations to facilitate effective business decisions in the management and execution of the Chief of Naval Operations directed Base Operating Support (BOS) service program. Assist with developing Regional Inter-Service Support Agreements (ISSAs)/Memorandums of Understanding (MOUs)/Memorandums of Agreement (MOAs). Includes all costs associated with coordination and administration of the inter and intra-services support agreement program. This includes monitoring and overseeing the generation, assisting with negotiations, review and completion. Prepares internal directives on program objectives operating policies, work operations and assures that program goals and objectives are realistic in relation to plans and regulatory requirements. Oversee and facilitates Region's Activity Base Cost Management (ABCM) Program to

ensure full implementation. Provides management reports, data collection, systems support and analyses necessary for the implementation and sustainment of Commander, Navy Installations Command's (CNIC) Strategic Performance Measurement (Balanced Scorecard) approach to performance analysis. Participates with management in preparing detailed Cost Based Budgeting (CBB) submissions, spending/phasing plans, mission budgets, and/or schedules for assigned programs. Forecasts funding needed to support objectives of annual work plan, through extrapolation and interpolation of current and historical data. Coordinates regional inputs into annual Budget Reviews, providing adequate assistance to regional Program Directors and supporting staff in developing requirements for consideration.

QUALIFICATION REQUIREMENTS:

GS: 05: Three (3) years of general experience, one (1) year of which was equivalent to at least GS-04 level OR four (4) year course of study leading to a bachelor's degree.

GS: 07: One (1) year of specialized experience equivalent to at least GS-05 level OR one (1) full year of graduate level education OR superior academic achievement.

GS: 09: One (1) year of specialized experience equivalent to at least GS-07 level OR master's or equivalent graduate degree OR two (2) full years of progressively higher level graduate education leading to such a degree OR LL.B. or J.D., if related.

GENERAL EXPERIENCE is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE is experience which equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position and that is in or directly related to the position to be filled.

GS-05: Experience assisting a higher graded Specialist in preparing and submitting a major command's budget operations.

GS-07: Experience assisting in the development of Memorandum of Understanding/Agreements; and experience in the preparation and execution of a major command's budget operations.

GS-09: Experience in the development of Interservice Support Agreement and Memorandums of Understanding/Agreement; experience in the preparation of internal directives pertaining to program objectives and operating policies; and experience in the preparation, submission and execution of a major command's budget operations.

SELECTIVE FACTOR: None

EVALUATION FACTORS: Applicants who meet the minimum qualification requirements will be rated on the following job related Knowledge, Skills and Abilities (KSAs). Applicants are strongly encouraged to address these factors to receive full consideration. Include dates, level of experience, and where you obtained the KSA.

EVALUATION FACTORS (KSAs):

1. Knowledge in applying the principles, theories, techniques, and methodology of management in solving a variety of administrative and managerial problems.
2. Ability to evaluate reports, regulations and other relevant material as a basis for developing and implementing guides and procedures. Knowledge of statistical techniques including quantitative analysis to develop and interpret reports generated through various systems.
3. Ability to assist with budget formulation.
4. Ability to collect and compile information required from Program Managers to prepare Interservice

Support Agreements and Memorandums of Understanding/Agreement.

5. Ability to communicate orally and in writing and to represent the Region at meetings and conferences, conduct formal training sessions, and write directives, training modules, correspondence, etc.

SPECIAL REQUIREMENTS: 1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS. 2. ADDRESS KSAS.

INQUIRIES REGARDING THIS VACANCY: Call the HR Assistant at 6750 2568.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Application and forms must be received by the **Human Resources Assistant, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759657**, by **1500** on the **closing/cut-off date** of the announcement. All applications must show the announcement number and grade(s) applying for. **Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested.** It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** **Postmark date, faxed or emailed applications will not be accepted.**

FORMS REQUIRED:

1. OF 612 - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Social Security Number; country of citizenship.
 - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
 - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
 - An original signature and date.

3. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills & abilities) as required by the announcement.
4. Copy of most recent performance appraisal.
5. **SF-50 copy - Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.**
6. DD-214 indicating type of discharge (**Member 4 copy**). If claiming 10 point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year). Required if area of consideration includes VRAs or 30% Disabled Veterans or VEOA98 eligibles.
7. Questionnaire to Application for Federal Employment.
8. Official transcripts OR statement from institution's registrar, dean, or other appropriate official when education is a basic requirement for the position or if desiring to qualify on the basis of substituting education for experience.
9. All other forms and information required in the specific vacancy announcement.

QUALIFICATION REQUIREMENTS: Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

TIME-IN-GRADE REQUIREMENTS: Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under nontemporary appointment in the competitive service. TIG must be met by the closing date of this announcement. **An individual moving from an excepted appointment to another excepted appointment is NOT subject to TIG.**

EDUCATION: When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** provide documentation or proof that he/she has met the education provisions with their application (Acceptable documentation/proof: official transcripts OR statement from institutions registrar, dean, or other appropriate official for **ALL** institutions attended). Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html> .

SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.): S.A.A. is based on **(1)** Class standing—must be in the upper third of the graduating class in the college, university, or major subdivision **OR (2)** Grade-point average—a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on courses completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum **OR (3)** honor society membership.

EVALUATION METHOD: Information contained in the application to include KSAs, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility

and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

****EXTERNAL REFERRAL PROCEDURES:** Referral of external candidates will be in accordance with Title 5 CFR 333 requiring that eligible applicants be referred in priority group order. Applicants in lower preference groups might not be referred for consideration even though rated as qualified, if a sufficient number of higher-preference group applicants are qualified and available for the position. This would preclude the selection of candidates from lower preference groups

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP): Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Applicants claiming MSP MUST address the knowledge, skills, and abilities (KSAs) listed in this announcement. Family members of locally hired DoD civilian employees are not eligible for family member preference. Military Spouses/Family Members may file applications for employment with overseas civilian personnel offices 30 days before their anticipated arrival within the command. However, spouses/family members may not receive preference until actually arriving at the overseas location.

DEVELOPMENTAL OR TRAINEE POSITIONS: If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site: www.opm.gov

On January 6, 2006, the President signed into Public Law 109-163, the Defense Authorization Act for FY 2006. This law has expanded the definition of veterans' preference, which now includes those individuals who served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending as of the close of Operation Iraqi Freedom. If you believe you meet these requirements, you must ensure that your resume and supplemental data reflect your active duty service dates accordingly and submit a DD-214.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.

- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, who may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to nonselect all candidates or to select from other sources during the recruitment process.
- Selectees to positions that are announced as temporary may be appointed for periods of up to one year in duration, and may be extended for a maximum of 1 additional year, or converted to permanent without further competition.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Singapore are administered by the Department of State and are subject to change at anytime without advance notification.
- Male candidates who are born after December 31, 1959 will be required to submit proof of registration with the Selective Service System or proof of exemption.
- Military members separating from the military must be within 120 days of the separation date in order to be considered for this position. Must provide separation orders or other document that verifies the separation date.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Ms. Terri Duenas, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (81)-46-816-8187.